

NOTICE OF OVERTIME CHARGE

When Morton Community Center rental customers stay beyond their scheduled reservation time and remain in the building past its designated closing time (see below), it results in overtime charges to the City and inconvenience for Morton staff. In order to compensate the City and staff for this unexpected situation, an overtime charge policy has been instituted.

If a rental customer stays in the building beyond its regularly scheduled closing time (clean-up time is to be included in the reservation time), an overtime charge at the rate of two times the hourly room rental rate, in increments of one hour with a minimum overtime time charge of one hour, will apply. Example: If the building closing time is 11 pm and the hourly rental rate is \$30 an hour, a rental customer that remains in the building until 11:05 p.m. will be charged the overtime charge of \$60 (double the \$30 hourly rate). If multiple rooms are rented, an overtime charge for each room will be charged.

Signature _____

Printed Name _____

Organization (if applicable) _____

Date_____

Morton Closing Times:

Monday thru Friday: 11 p.m.
Saturday (Jan - April & Sept - Dec): 4:30 p.m.
Saturday (May - August): 1 p.m.